

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 00-010

TO: Personnel Director, Superintendents
FROM: Shirley Willis
DATE: September 24, 1999
SUBJECT: Instructions for Completing FY 1999-2000 School District Employee Report (SDER)

Enclosed are instructions for the FY 1999-2000 SDER (School District Employee Report).

The primary use of SDER data is to calculate your district's Teacher Experience Index (TEI) which has an effect on your budget limit and Equalization Assistance (state aid). Please remember that the TEI for the state can be computed **ONLY** when **ALL** districts have corrected and certified their SDER prints.

This year we prefer that districts submit their data either by DelRep or tape. If you have access to a computer with windows you can download the DelRep 2.2 program from the Internet at www.ade.state.az.us/schoolfinance/main/support which should read SAIS component – DelRep version 2.2.

We have included a disk with your SDER information for Certified and Classified employees. The years experience has been increased by one (1) and employees who were new last year has been changed from Y to N. If your district submits by tape we have not included the disk. We are no longer able to print reports on the greenbar so for your convenience we have included a copy of your report on white letter size paper.

If there is some reason that you must submit on paper please call me at 602-542-8245 for forms to be faxed to you.

Please be sure that all individuals placed on the certified list have been certified through the State of Arizona Certification Unit. If an individual does not have a certificate they must be placed on the classified list.

Superintendent's salary must be included in your SDER Certified Report under code 100 (A.R.S. 15-255). Individuals with codes 200 through 411 cannot be listed at the district office.

September 24, 1999

Information from the SDER is also used to complete the EEO-5 report for your district. With care in updating and correcting the SDER, the ADE will be able to produce your district's EEO-5 report and save your staff many hours of work.

Included with the SDER print-out is the Duplicate ID Report for your district. This print-out shows employees reported by your district who work in more than one school or who are employed by another district. Please note that some teachers are being shown at two different schools with 1.00 FTE for each school. This is incorrect as teachers cannot have more than 1.5 FTE. The Duplicate ID Report is being provided to assist you in accurately updating your SDER printouts. If an employee listed on this report no longer works for your district, please delete him/her from the appropriate section (certified or classified). See instructions under termination.

Also included is a list of all the schools within your district. Please use only those school numbers, which appear on this list.

THIS REPORT SHOULD REACH OUR OFFICE NO LATER THAN OCTOBER 15, 1999 (ARS §15-941 C.).

After reading through the instructions and examples, if you have any questions, please call me at 602 542-8245.